



COMMONWEALTH of VIRGINIA

SARA REDDING WILSON
DIRECTOR

Department of Human Resource Management

101 N. 14TH STREET
JAMES MONROE BUILDING, 12TH FLOOR
RICHMOND, VIRGINIA 23219
(804) 225-2131
(TTY) 711

August 23, 2016

MEMORANDUM

TO: Agency Human Resource Directors

FROM: E. Steve Hastey, Jr.
Performance Management Systems Analyst

SUBJECT: Performance Management Evaluation Implementation

The following information is provided for implementation of the calendar year 2016 Performance Management cycle. Please refer to memorandum "Fiscal Year 2017 Authorizations and Compensation Activities," dated August 23, 2016, from Rue White for policy guidance.

1) Begin Evaluation Rating Entry

Agencies may begin entering ratings into the Performance Management database on October 1, 2016 by using the Rating Evaluation Entry/Update PSI000 transaction. To view records, you may scroll through all employees in your agency with the PSI306 transaction, or view an individual employee's record by using the PSI305 transaction. For transaction guidance, please refer to the Performance Management Keying Guide at <http://web1.dhrm.virginia.gov/itech/files/PerformanceManagementGuide.pdf>.

Enter ratings only for the October 25, 2015 through October 24, 2016 Performance Management cycle. Old evaluations must not be entered into the 2016 Performance Management (PM) database. Evaluation ratings entered in this Performance Management cycle will provide the basis for establishing employees' eligibility for future management-initiated pay practices. Therefore, it is essential that all eligible employees be rated.

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Different this year is DHRM's plan to automatically enter a "C" rating for unrated employees. **Therefore, agencies need to notify DHRM only if they do NOT wish to participate in the mass update of eligible unrated employees.** Agencies who **do not** want DHRM to enter a "C" rating for their unrated employees must advise their assigned AHRS consultant at DHRM by November 4, 2016. As always, employees hired during the 4th quarter of the performance cycle (7/25/2016 – 10/24/2016) will be omitted from this mass update.

Agencies choosing the automatic mass "C" update option should enter "X," "B," and "L" ratings by November 18, 2016, prior to the mass update planned to be applied the evening of November 18, 2016. Otherwise, agencies will need to keep track of which employees' ratings will need to be changed from "C" to "X" or "B" following the mass update. Ratings of "L" should be entered prior to the mass update for eligible employees who will not be rated as well as for employees unavailable for rating due to leave. Please note that ratings may be changed at the agency prior to November 25 by overriding an "X," "B," and "L" rating entry, but once a rating evaluation "X," "C," or "B" code is entered, agencies must notify the DHRM Help Desk to change the rating to "L".

2) Performance Increases

No performance increases will be applied during this year's November 25 PMIS update; however, evaluation ratings data will be captured in the Performance Management (IPP) database and stored in the DHRM data warehouse, and the scores will be applied to employee records in the PMIS database.

The statewide (SW) and northern Virginia (FP) pay band salary ranges will not increase this year on November 25, 2016. The salary bands in the classified salary structure effective August 10, 2015 remain in effect for fiscal year 2017.

All classified employees and salaried non-classified employees, including agency heads and employees assigned role codes 90000+, are eligible to be rated except for non-working employees on long-term disability and employees whose Performance Increase (PI) Eligibility date is not set to 11/25/2016. Please see paragraph 6) below for information regarding employees with PI eligibility dates not set to 11/25/2016.

Faculty will not be included in the Performance Management database; however, ITech will apply faculty base salary increases, if any, to PMIS via file input upon request. For more than fifty faculty salary updates having the same effective date, please use the bulk (batch) update method rather than keying faculty salary updates into suspense. Faculty salary updates will be passed in the PMIS-to-CIPPS interface to automatically update the Department of Accounts payroll system (CIPPS). If effective November 25, 2016, please deliver your faculty file input by the ratings entry deadline of November 18, 2016. Faculty file input guidance is available at <http://web1.dhrm.virginia.gov/itech/> under the Documentation tab in the left panel of the Web page, Record File Formats.

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3) Valid Rating Codes

Valid ratings for entry into the Performance Management database are:

- X: Extraordinary Contributor
- C: Contributor
- B: Below Contributor
- L: *Leave, or otherwise Not Rated*

Agencies with internal procedures that assign more than three rating categories must conform their rating schemes to the rating categories listed above when entering them into the Performance Management database.

If desired, you may enter an “L” to indicate that the performance evaluation has not been completed or that a rating of “X”, “C” or “B” has deliberately not been entered. Ratings may be corrected by overriding the previous entry, but once a rating evaluation (“X”, “C” or “B”) is entered and the transaction is accepted, you must notify the DHRM Help Desk to change the rating to “L.”

The agency/position numbers of the supervisor and reviewer will be captured in the PM database to identify the rated employee’s supervisor and reviewer. Please maintain current Supervisor Agency and Position Number fields in PMIS. In addition to the PM database, the Learning Management System and the Time, Attendance and Leave System rely on these data fields. If available on PMIS, the PMIS Supervisor’s Agency and Position Number fields will be utilized to pre-populate supervisor and reviewer evaluation rating entry fields, so this data may be pre-filled on the screen. If the pre-filled numbers are not correct, you may key over the displayed numbers with different agency/position numbers as required. Where they are not pre-filled, enter the correct agency/position numbers. In any case, **please verify the supervisor and reviewer agency/position numbers before entering the transaction.** (Enter zeros for the agency number and spaces or any position number to identify a non-PMIS supervisor and/or reviewer.)

4) Ratings Entry Deadline

Please enter all evaluation ratings into the system by November 18, 2016. Requests for deadline extensions and Performance Management policy questions can be directed to Pamela Watson, Senior Human Resource Consultant, (804) 786-4385 or e-mail to pam.watson@dhrm.virginia.gov

ITech will update PMIS on November 25, 2016 but will not produce P-3s during the PMIS update since no salary increases are associated with 2016 performance ratings. For rated employees, we will automatically advance the Performance Increase (PI) Eligibility date from November 25, 2016 to November 25, 2017. PMIS/BES access will not be available during the holiday on Friday, November 25, 2016. We expect the update to be completed and access restored by 10:30 p.m.

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5) Suspense Processing

All pending transactions with an effective date of November 25, 2016 will be processed as usual before the PMIS update. For faculty salary updates, if any, please use the bulk update method rather than keying faculty salary updates into suspense for more than fifty faculty salary updates having the same effective date (see paragraph 2 above for faculty guidance).

6) Initial Reports

Performance evaluation reports will be stored in the Human Resource Management (HuRMan) file repository accessible via the DHRM ITech Web site at <http://web1.dhrm.virginia.gov/itech/>, "File Repository" tab in the left panel of the Web page. Registration is required to gain access to the File Repository and is also accomplished via the DHRM ITech Web site, "Request Access" tab in the left panel of the Web page. Agencies entering evaluation ratings for other agencies may need to request additional access. Below are descriptions of the initial reports. Please see the attached Agency Quick Reference card for descriptions of all the Performance Management Evaluation reports.

- "Load Listing" - PM9495. Provides a listing of employees with a Performance Increase (PI) Eligibility date of 11/25/2016. Only employees with this date will be loaded to the Performance Management database. Ratings can be entered only for employees listed on the latest copy of this report. This report will be available October 1, 2016, and will be reproduced in each PM database reload utilizing current PMIS employee status. Agencies can also download employee data into Excel for review using our e480 Workforce query tool: <http://web1.dhrm.virginia.gov/itech/>, "Workforce Planning" tab in the left panel of the Web page. To request access, select the "Request Access" tab in the left panel of the Web page.
- "Performance Increase (PI) Eligibility Dates Not 11/25/2016" - PM9970 report. This report will be available beginning October 1, 2016 in HuRMan. A rating cannot be entered until an employee's PI Eligibility date is 11/25/2016. If you receive a copy of this report, the listed employees' records should be researched as to the reason for their PI Eligibility dates and, if appropriate, brought up-to-date by submitting a P-3 or similar request to DHRM's Office of Agency Human Resource Services. The Performance Management database will not reflect the updated eligibility date until we perform a reload of the PM database, as scheduled below.

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7) Projected PM Database Reload Reports Availability Dates

October 1, 2016	(PMIS status effective 09/30)
October 16	(PMIS status effective 10/15)
November 1	(PMIS status effective 10/31)
November 16	(PMIS status effective 11/15)
November 21	(PMIS status effective 11/20)
November 26	(PMIS status effective 11/25)

An Agency Quick Reference card outlining important performance evaluation dates, all of the PM reports descriptions, and the list of PM transactions is attached for your convenience. You are encouraged to print the card on colored cover stock paper for easy reference.

8) Active Military Supplement Increase

ITech will not increase Active Military Supplements this year as there will not be a performance increase to apply on November 25, 2016. (The Temporary Pay field contains the semi-monthly Active Military Supplement when the employee's leave-code is equal to "05," LWOP-Military.)

Please direct P-3 or similar requests, questions or problems regarding the Performance Management Evaluation technical implementation to the DHRM Help Desk at ihelp@dhrm.virginia.gov.

Attachment

cc: Sara Redding Wilson, Director, DHRM
Rue White, Director, Agency Human Resource Services, DHRM
Belchior Mira, Director, Office of Information Technology, DHRM